



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

6/23/14

Geraldine Culbreath  
1121 W 14<sup>th</sup> St  
Davenport IA 52804

Dear Geraldine,

This letter is in regards to the 6/18/14 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow.

**This worker observed 9 children in the home at the start of the visit. Two children were neighborhood children from upstairs apartment and seven children were daycare children. The provider was able to come into compliance with number of children by the end of the visit. This worker reminded the provider that she cannot have her additional school-aged children present for more than two hours at any given time.**

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

**Geraldine needs to place cover back on air conditioner in the child play room as wires and piping from unit are exposed. Geraldine needs to remove iron from bedroom where children will play.**

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

**Geraldine needs to post this information.**

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

**Geraldine needs to post this information.**

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

**Geraldine needs to place items in bathroom labeled "Keep Out Of Reach of Children" in higher inaccessible area/child locked area for children.**

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

**Geraldine needs to have first aid kit with gloves, tweezers, bandages and wound cleaning supplies at a minimum.**

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

**Geraldine needs to have first aid kit with gloves, tweezers, bandages and wound cleaning supplies at a minimum.**

☐ 110.5(1)d Medicines are inaccessible to children.

**Geraldine needs to move medications from bathroom area.**

☐ 110.5(1)e Electrical wiring shall be maintained.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

**Geraldine needs to place safety caps in 2 outlets in bathroom, 2 outlets in playroom including outlet plate, 4 outlets on surge protector in play room; 4 outlets in dining room.**

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

**Geraldine needs to remove 3 containers of oil next to garage, remove burned out stump in play area; remove pile of brush next to garage and broken glass/general trash next to stump.**

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

**Geraldine needs to post plans near front and rear door. Please see example.**

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

**Geraldine needs to post plans near front and rear door. Please see example.**

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

**Geraldine needs to practice monthly and document.**

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

**Geraldine needs to have sign denoting location of fire extinguisher in closet.**

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

**Geraldine will need to place detectors at the top of her basement steps and her bedroom area.**

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

**Geraldine needs to check monthly and document.**

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov).

**Geraldine needs to place compliant signs in her daycare home entrances/exits (2 needed, resources provided at visit).**

- ☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

**Geraldine needs to show documentation of these policies.**

- ☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

**Geraldine needs to show documentation of these policies.**

- ☐ 110.5(2) A provider file is maintained and contains:

- ☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

**Geraldine needs to show documentation of current physical for Dominique and herself and proof of immune status for Polio, MMR and dTap for Dominique and herself.**

- ☐ 110.5(2)b Certificates or training verification documentation for:

- ☐ 110.5(2)b Within the first three months of registration:

- ☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

**Geraldine needs to show documentation of current course completion.**

- ☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

**Geraldine needs to show documentation of current course completion.**

- ☐ 110.5(3) Activity Program.

- ☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

**Geraldine needs to repair or replace grey toolbox lid in playroom that is cracked.**

- ☐ 110.5(4) The certificate of registration is displayed in a conspicuous place.

**Geraldine needs to display her current certificate.**

- ☐ 110.5(8) Children's Files

- ☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

- ☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

**Need for all children enrolled.**

- ☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

**Need for all children enrolled.**

- ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

**Need for all children enrolled.**

- ☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

**Need physical for A.L., T.M., A.R., J.G.(2), J.G.(4), J.G.(3), J.J., D.T.(4), D.T.(5)**

- ☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

**Need school aged health status for T.P.(7), T.P.(7), A.P., L.R., D.B., J.G.(9), J.G.(7)**

- ☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

**Need for all children enrolled.**

- ☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

**Need for L.R., D.B., A.R., J.G.(9), J.G.(7), J.G.(2), J.G.(4), J.G.(3), J.J., D.T.(4), D.T.(5). Need signature and date on form for T.P.(7), A.P.**

- ☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

**Need for T.P.(7), T.P.(7), A.P.(7), L.R., D.B., J.G.(9), J.G.(7).**

- ☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

**Need for all children enrolled.**

- ☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

**Geraldine needs to have copies of blank forms available should the need to use them arise.**

- ☐ 110.5(9) The provider meets the following requirements:

- ☐ 110.5(9)a Gives careful supervision at all times.

**Geraldine needs to insure that all children are either inside or outside with her at all times. This worker observed three children outside and 6 children inside at the start of today's visit. This level of supervision needed was briefly discussed with the provider.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 8/8/14.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **8/8/14**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Chad Reckling  
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).